

Packing Checklist

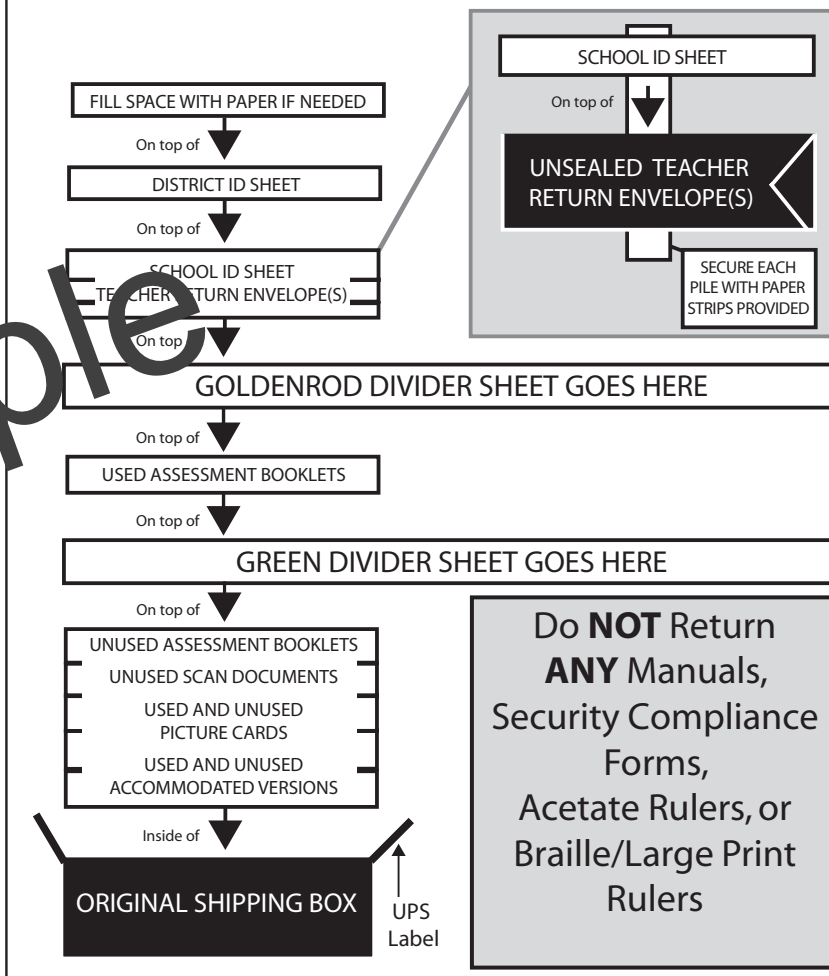
PLEASE REMEMBER TO...

- ❑ Affix the provided UPS RS label(s) onto the original shipping box(es).
- ❑ Complete your *District ID Sheet* and put it in box ("1 of X" if there are multiple boxes).
- ❑ Place *School ID Sheets* on top of *Teacher Return Envelopes* and bundle with paper strips. Group by school - there can be more than one school per box.

Organize the box as follows:

- ❑ On the bottom, place all unused booklets, unused scan documents, used and unused picture cards, and used and unused accommodated versions.
- ❑ Place the green divider sheet on top.
- ❑ Next, place the used assessment booklets in the box and put the goldenrod divider sheet on top.
- ❑ On top of the goldenrod divider sheet, place the *Teacher Return Envelopes* with the *School ID Sheets* and the *District ID Sheet*, in that order (see diagram).

How to Prepare Materials for Shipment to Questar Assessment, Inc.



NO staples, rubber bands, paper clips, or foam
**DO NOT RETURN MANUALS, RULERS,
OR SECURITY COMPLIANCE FORMS**